

RICHMOND POLICE DEPARTMENT



11-18 CEREMONIAL HONOR GUARD OPERATING MANUAL

Rodney D. Mance

Chief of Police or Designee

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PURPOSE

The purpose of this directive is to establish the policy and procedure governing the command, selection, training, equipment, requests, and usage of the Richmond Police Department's Honor Guard.

POLICY

The Police Honor Guard shall consist of only sworn personnel of the Department. It serves as the ceremonial agent for the Department at public and special police-related events, funeral honors for the Department's employees, retirees, or duty-related deaths of law enforcement officers throughout the Commonwealth of Virginia, if approved by the Chief of Police or designee. The Commander will hold the rank of a Sergeant or Lieutenant and report to the Captain of the Special Events Division. The Commander coordinates all events for the Honor Guard and is the point of contact. There are two Assistant Coordinators; one will act as the Commander's designee when the Commander is absent. In addition, the Assistant Coordinators disseminate information to their squad members (1st and 2nd squads); a Bugler is also attached to the unit. The Honor Guard's full strength is a minimum of 20 members.

The Police Honor Guard has three details within the team:

1. Color Guard – Serves the same functions as the Color Guard for the military services.
2. Rifle Team - Serves the ceremonial purpose of rendering salutes to fallen officers (active or retired).
3. Funeral Detail – Serves as a casket watch guard of honor to fallen commissioned officers and/or retirees whose families request this detail.

The Ceremonial Honor Guard shall consist of selected members of the department who are specifically trained and equipped to perform many ceremonial departmental functions, i.e. Departmental funerals, promotional ceremonies, commendation ceremonies, parades, out-of-state funerals for other departments, and any other functions which the Chief of Police deems appropriate.

- A. The Honor Guard Commander shall be responsible for planning, organizing, staffing, training, budgeting, directing, controlling and coordinating all Ceremonial Honor Guard functions.
- B. The Administrative Coordinators shall assist the Honor Guard Commander in performing the aforementioned duties and act as the Commander in his or her absence.
- C. Honor Guard Members are those members of the Department so selected by the Ceremonial Honor Guard Commander who shall aspire to professionalism in all aspects of the operation and maintain the highest standards of integrity. Each member is responsible for:
 1. Maintaining all issued uniforms and equipment in outstanding condition;
 2. Maintaining an outstanding personal appearance at all times;
 3. Attendance at all training functions and details as assigned;

4. Proper performance of their assigned duties.

DETAILS

A detail shall consist of one or more Ceremonial Honor Guard members formally assigned to an event for the purpose of representing the Richmond Police Department. A detail may consist of one or more of the following assignments as authorized by the Honor Guard Commander:

1. Color Team: Shall consist of seven members of the Ceremonial Honor Guard selected to be utilized at the discretion of the Honor Guard Commander or the Administrative Coordinators.
2. Pall Bearers: Shall consist of seven members of the Ceremonial Honor Guard and will serve as the official pallbearer's at all departmental funerals, if requested.
3. Honorary PallBearers: Shall consist of eight members of the Ceremonial Honor Guard to be used to render honors when non-ceremonial guard members are utilized, as casket bearers.
4. Casket Guard: Shall consist of three members of the Ceremonial Honor Guard to be utilized whenever a Department member, whether active or retired is to be buried in uniform.
5. Firing Party: Shall consist of eight Ceremonial Honor Guard members who shall be utilized to render honors when a department member is killed in the line of duty or for a memorial service for department members killed in the line of duty
6. The Bugler/Bag Piper: Shall be department members designated to render honors at departmental funerals, memorial services, et cetera.
7. Out-of-Agency Representation: Shall consist those members of the Ceremonial Honor Guard accordance with the current City Travel Policy.

SELECTION

All requests are to be directed to the Commander. In the Commander's absence, requests will be directed to one of the Assistant Coordinators. An officer must have a recommendation from his/her supervisor and be willing to commit to a two-year term.

TRAINING

Drill and Ceremony training will be conducted at least twice a year. Newly transferred Honor Guard members will undergo initial color guard training as dictated by the United States Air force Color Guard manual.

Yearly training will include refresher training in the posting and retrieving of the colors at awards ceremonies, graduations, and other special events and modifications using the Remington 870 stainless steel shotguns. Training will also include marching, following commands and basic drill and ceremony procedures.

EQUIPMENT

Each individual member is responsible for his/her uniform, which includes white shirt, jacket, pants, hat, badge, gun belt, shoes and rain coat. There are several flags and flag stands as well as four shotguns and two rifles that are kept at the Academy. The Commander shall be responsible for those items. All stored equipment will be maintained in a state of operational readiness and inspected at least semi-annually utilizing the PD-128 form. A completed copy of the PD-128 form will be forwarded to the Captain, Special Event Division.

All members of the unit are responsible for notifying the Officer-in-Charge of any damage or loss of agency equipment. All members shall notify the Officer-in-Charge of any equipment found to be in need of repair or replacement. Each member of the unit is responsible for the care, upkeep and semi-annual inspection of their individually assigned equipment. The Officer-in-Charge of the Unit or his/her designee shall be responsible for the semi-annual inspection of all agency equipment assigned globally to the Unit.

FUNERAL ATTENDANCE AND FORMATION OF OFFICERS

All officers, both Richmond and visiting officers, wishing to attend the funeral services shall be dressed in Class "A" uniform.

By Executive Order, when a police officer is killed in the line of duty, all Richmond officers shall wear a "black mourning badge" across their badges.

Department members and others wishing to attend the funeral service will be notified in advance of the location of the service. If applicable, officers shall be asked to assemble at a predetermined point adjacent to the place of service for inspection and a briefing on the procedure that will be followed at both the funeral and at the grave side services.

The Honor Guard Commander, in consultation with the Department Liaison, shall be responsible for coordinating and directing all activities of the funeral ceremony. Once assembled, the Department Liaison Officer, or his/her designee, will take charge of the assembled officers and march them in formation to the place of the service.

SPECIAL NOTE: The procedures outlined in this document are a generalized process. However, the Department Liaison Officer, in consultation with the Honor Guard Commander shall make any changes as necessary to accommodate manpower shortages, unusual size of the funeral, type of service, and the physical layout of either the location of the service or the cemetery.

REMOVAL OF CEREMONIAL HONOR GUARD MEMBERS

The Honor Guard supervisor will recommend removal of Ceremonial Honor Guard members when it is in the best interest of the Honor Guard and the Department. This shall be done, in writing, to the Officer-in-Charge of the Special Events Division and will document cause for removal. Cause for removal shall include but not be limited to: chronic lateness, failure to report

when assigned, lack of participation, failure to maintain a professional appearance and/or violation of the Code of Conduct that would bring discredit upon the Ceremonial Honor Guard.

Appendix A

The Richmond Police Honor Guard has been assigned specialized equipment designated for use in unusual occurrences/situations. All members of the unit are responsible for notifying the Officer-in-Charge of any damage or loss of agency equipment. All members shall notify the Officer-in-Charge of any equipment found to be in need of repair or replacement. Each member of the unit is responsible for the care, upkeep and semi-annual inspection of their individually assigned equipment. The Officer-in-Charge of the Unit or his/her designee shall be responsible for the semi-annual inspection of all agency equipment assigned globally to the Unit. The following is a list of equipment assigned to the Honor Guard:

Amount	Equipment	Date Inspected	Condition	Initials
1	Police Department Wreath			
1	M-1 rifle #517736			
1	M-1 rifle #971332			
1	Rifle case (green)			
1	Virginia State Flag with pole and case			
1	City of Richmond Flag with pole and case			
1	Police Department Flag with pole and case			
1	U.S. Flag with pole and case			
1	Virginia State Flag with pole and case			
1	City of Richmond Flag with pole and case			
1	Police Department Flag with pole and case			
1	U.S. Flag with pole and case			
8	Flag stands			
2	Large eagle flag tops			
2	Small eagle flag Tops			
4	Fake rifles (white)			
4	U.S. Flags			
1	U.S. Flag			
1	Virginia State Flag			
1	“Treadlok” safe			
1	Shotgun #X029031M			
1	Shotgun #X028980M			
1	Shotgun #W783873M			
1	Shotgun #X029169M			
2	Flag poles			
2	Shotgun cases (black)			
1	M1 rifle # 2823440			
1	M1 rifle # 1362085			
1	M1 rifle # 4726254			
1	M1 rifle # 3414517			
1	M1 rifle # 1456042			
1	M1 rifle # 5650593			
1	M1 rifle # 1228778			